

WORKPLACE SEXUAL HARASSMENT POLICY

The City of Youngsville (COY) strictly prohibits all forms of harassment involving its employees, staff members, and third parties. All individuals within COY are expected to conduct themselves professionally and refrain from actions that could be perceived as offensive. Prohibited conduct includes physical or verbal abuse, harassment based on race, sex (including pregnancy, gender identity, and sexual orientation), age, religion, disability, national origin, or any other protected status.

Sexual Harassment

Sexual harassment is defined as any unwelcome verbal or physical conduct that is sexually offensive, vulgar, derogatory, or suggestive. This includes inappropriate jokes, comments, touching, or any behavior that is unwelcome. Employees are encouraged to maintain professionalism at all times and to promptly inform the offending person if they find their conduct offensive. Harassment based on sex includes conduct regardless of the gender of the individuals involved. No employee shall condition any employment decision on another's participation in sexual conduct or behavior.

Bystander Reporting

COY encourages all employees, not just those who are directly affected (e.g., by contractors, vendors, or customers), to report any instances of harassment they witness. If you observe behavior that violates this policy, please report it to Human Resources or a supervisor immediately. Bystander intervention plays an essential role in maintaining a respectful and safe work environment for everyone.

Reporting

Employees who believe they have experienced harassment in violation of this policy should immediately and confidentially report the incident. Employees can report harassment by submitting a complaint via the following link: [Submit a Complaint](#), or by contacting Human Resources or the Mayor directly through email, phone, or in person. All reports will be kept confidential to the greatest extent possible, while still allowing for a thorough investigation and resolution of the matter.

Investigation

All investigations will be conducted with respect to the privacy of the individuals involved, and the process will be fair and thorough. Employees who knowingly file false harassment claims or provide false information during an investigation may face disciplinary action.

Interim Measures

Interim measures may be implemented as needed to ensure the safety and comfort of all parties involved during the investigation. These measures could include temporary changes to work schedules, responsibilities, or other accommodations, and will be decided on a case-by-case basis.

Consequences of Harassment

If an investigation determines that an employee has engaged in harassment or inappropriate conduct, appropriate action will be taken, which may include termination of employment. If harassment is committed by someone outside the organization, management will take appropriate steps to address the issue.

Retaliation Prohibition

COY prohibits any retaliation against employees who file a bona fide harassment complaint or cooperate in an investigation. Employees are encouraged to report harassment without fear of retaliation, as retaliation for reporting is strictly prohibited.

External Reporting

Employees have the right to file a complaint with external authorities if they believe their harassment claim has not been addressed appropriately. Complaints can be filed with the Equal Employment Opportunity Commission (EEOC) or the Louisiana Commission on Human Rights. Employees may contact these agencies directly to learn about their rights and filing procedures:

- EEOC: www.eeoc.gov | 1-800-669-4000
- Louisiana Commission on Human Rights: www.lchr.state.la.us | 1-800-673-4169

Training Requirements

As required by Title R.S. 42:341-344 of the Louisiana Legislature, all public employees and elected officials are required to complete a one-hour sexual harassment training course annually. This training may be taken either in person or online through approved materials.

COY will ensure all employees are notified of the anti-harassment policy and the training requirements. Agency heads or their designees are responsible for maintaining records of compliance, which will be publicly available under the Public Records Law.

Annual Reporting

By February 1st each year, each agency head will compile a report containing the following information from the prior calendar year:

- Number and percentage of employees who completed the training
- Number of sexual harassment complaints received
- Number of complaints resulting in a finding of harassment
- Number of complaints leading to disciplinary or corrective actions
- Time taken to resolve each complaint

These reports will be available to the public as required by the Public Records Law.